

BY ORDER OF THE COMMANDER, PACIFIC AIR FORCES

PACAF DIRECTORY 90-220

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Command Policy

LOGISTICS QUALITY ASSESSMENT/CONTRACTING MISSION PERFORMANCE CHECKLIST

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Certified by: HQ PACAF/LGC (Col Joseph C. Timmons)

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This Contracting Quality Assessment and attached Mission Performance Checklist implements ACPD 90-2, *Inspector General-The Inspection System*. It applies to wing level Contracting operations. This directory supports guidance in the following AF Policy Directives, AF Manuals, AF Instructions, AF Regulations, and PACAF Instructions. This directory applies to Air National Guard (ANG) units when published in ANGIND2 and does not apply to the US Air Force Reserve units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with the annual Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s) which, in the exercise of good judgment, requires examination.

The attached Mission Performance Checklist represents key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing level Contracting operations. **Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#).** The HQ PACAF Inspector General will grade these items during Unit Compliance Inspection (UCI) visits.

SUMMARY OF REVISIONS

Updated references. Identified critical areas for compliance inspections with a pound sign (#). An asterisk indicates new or revised material (*).

DONALD J. WETEKAM, Brigadier General, USAF

Director of Logistics

1 Attachment

*1. Contracting Mission Performance Checklists (OPR: HQ PACAF/LGCP, Mr. Mark Miyakawa)

Attachment 1*CONTRACTING MISSION PERFORMANCE CHECKLIST****A1.1. CONTRACTING LEADERSHIP AND MANAGEMENT****A1.1.1. (#) COMMAND SECTION**

A1.1.1.1. Have competition advocates been assigned IAW AFI 63-301? (PACAF FAR Sup 5306.304-90.

A1.1.1.1.1. Has HQ PACAF/LG approved all noncompetitive acquisitions over \$500,000. (PACAF FAR 5306.304-90)

A1.1.1.1.2. Has the commander fostered an effective competitive environment and has a local awareness program for technical personnel and wing leadership? (SAF/AQC PMR Guide)

A1.1.1.1.3. Does the contracting office serve as an advocate for acquiring commercial items/services? (SAF/AQC PMR Guide)

A1.1.2. ADVANCE CONTRACT PLANNING

A1.1.2.1. Have standard contracting administrative lead times and/or firm cut-off dates for submission of purchase requests (PRS) at fiscal year end been published in a letter or advance contract planning guide to all base agencies? (AFI 64-109, para 3.3.3.)

A1.1.3. (#) CONTRACTING OFFICER APPOINTMENTS

A1.1.3.1. Does the commander notify HQ PACAF/LGC in writing, when a contracting officer is to be reassigned (e.g., the appointment is no longer needed), or the appointment is no longer desired for any other reason except revocation? (PACAF FAR Sup 5301.603-4)

A1.1.3.2. Is a PACAF Form 222, Application for appointment as a contracting officer, accomplished for all appointed contracting officers ? (PACAF FAR Sup 5301.603-3(c))

A1.1.3.3. When the commander of the contracting squadron issues limited contracting officer warrants, are they only for the specified purposes listed at AFFARS 5301.603-2(90) PACAF FAR Sup 5301.603-3(90)?

A1.1.3.4. Are limited contracting officer warrants issued by the commander of the contracting squadron numbered in accordance with AFFARS 5301.603-2(90) and PACAF FAR Sup 5301.603-4(92)?

A1.1.4. (#) CUSTOMER EDUCATION (AFI 64-109, para 3.3.15.)

A1.1.4.1. Is there an aggressive customer education program established?

A1.1.4.2. Are contracting personnel actively assisting customers in performing necessary market research (SAF/AQC PMR Guide)

A1.1.4.3. Customer training focuses on Acquisition Reform and specific areas needing attention as identified by the contracting office.

A1.1.5. (#) CONTINGENCY CONTRACTING SUPPORT PROGRAM (AFFARS Appendix CC)

A1.1.5.1. Does the office have a Contingency Contracting Support Program (CCSP)

A1.1.5.2. Have all applicable wing operational plans (OPLANS), host-tenant support agreements, intercommand service agreements, host-nation support agreements, and applicable joint support plans been reviewed to determine unit deployment support requirements?

A1.1.5.3. Have pre-assembled contingency contracting deployment kits been established and are they maintained?

A1.1.5.3.1. Do the deployment kits contain required material, articles, and supplies?

A1.1.5.3.2. Have deployment kits been reviewed for currency during the unit's self-inspection or when a revision or change occurs in the unit's contingency support plans?

A1.1.5.3.3 Are deployment kits tailored to deployment requirements anticipated in the CCSP?

A1.1.5.4. Has the local support plan been approved by the commander in the organizational chain above the local contracting activity?

A1.1.5.5. Are qualified contingency contracting officers (CCO) appointed and designated for mobility on the manpower data extract (MDX)?

A1.1.5.5.1. Is training provided to all CCOs?

A1.1.5.5.2. Do local support plans contained the information required by AFFARS Appendix CC?

A1.1.6. **FACILITIES** (AFI 64-109, para 3.1.8.)

A1.1.6.1. Is parking adequate and is there a parking area for visitors?

A1.1.6.2. Is the general appearance of the office adequate (i.e., paint, office furniture, files, etc.)?

A1.1.6.3. A system is in place to control contractor access to the contracting office

A1.1.6.4. Has the commander appointed a facility manager and an alternate?

A1.1.6.5. Has a facility management improvement plan been developed?

A1.1.6.6. Are efforts being made to improve substandard areas/facilities?

A1.1.7. **SURVEILLANCE OF DECENTRALIZED IMPREST FUNDS**

A1.1.7.1. Are imprest fund cashiers trained? (AFFARS 5313.402(c) (1))

A1.1.7.2. Are individual transactions limited to \$500? (FAR 13.305-3(a))

A1.1.8. **NAF CONTRACTING SUPPORT** (AFI 64-301)

A1.1.8.1. Was training conducted when requested by NAFFMO to appropriate Services personnel? (para 5.3)

A1.1.8.2. Are records kept to show date training was held, subjects covered, persons attending, and name and the position of the instructor? (Best practice)

A1.1.8.3. Are annual surveillance visits made to the NAFFMB and other NAF operations to ensure small business contracting policies and procedures are followed? (Para 5.2)

A1.1.8.4. Are areas of noncompliance written in a report at the end of each semiannual visit and sent to the Chief, MWR, Chief of Services, or the base commander as appropriate? (Best practice)

A1.1.9. **OFFICE POLICIES/PROCEDURES/PUBLICATIONS**

A1.1.9.1. Are office OIs up-to-date, and if more than one year old, is there a documented review?

A1.1.9.2. Is there evidence of individuals being authorized to open bids, as well as individuals authorized to sign-off bids opened by mistake? (FAR 14.401(b) and 14.402-1)

A1.1.9.3. Is there evidence of a spot check inspection of publications library by the publications custodian at least once a year?

A1.1.9.4. Are all publications current?

A1.1.9.5. Is the publications library properly maintained?

A1.1.9.6. Are unessential publications being eliminated?

A1.1.10. (#) **RATIFICATIONS**

A1.1.10.1. Are ratification's processed IAW PACAF FAR Sup 5301.602-3(AF)

A1.1.10.2. Does the contracting office maintain a central file of ratifications? (SAF/AQC PMR Guide)

A1.1.11. (#) **SELF-INSPECTION**

A1.1.11.1. Is there evidence that the commander of the base contracting squadron effectively monitors the squadron's self-inspection program? (AFI 64-109, para 3.3.12)

A1.1.12. (#) **SMALL BUSINESS PROGRAM** (AFI 64-201, para 3.3) (Applies to 3 CONS, 15 CONS, 36 CONS, and 354 CONS)

A1.1.12.1. Is unit Small Business Specialist (SBS) appointed in writing?

A1.1.12.2. Has unit SBS received formal training (US Air Force Small Business Specialist Course)?

A1.1.12.3. Is there evidence that the small business specialists does, or causes to be done, the following:

A1.1.12.3.1. Reviews and makes recommendations for all acquisitions over \$10,000, except those restricted for exclusive small business participation (DFARS 219.201 (d) (9)(A))

A1.1.12.3.2. Reviews solicitations and contract modifications before issue and documents the DD Form 2579, Small Business coordination Record (DFARS 219.201 (d)(9)(B))

A1.1.12.3.3. Maintains an outreach program to locate sources for program participation (DFARS 219.201(e)(v)) & (AFI 64-201, para 3.3)

A1.1.12.3.4. Aids, counsels, and assists small business, small disadvantaged business, historically black colleges and universities, and minority institutions. (DFARS 219.201(e)(vi)) & AFI 64-201, para 3.3)

A1.1.12.3.5. Assures that participation of small business concerns is accurately reported.

A1.1.12.3.6. Do contracts with the SBA contain the written certification of SBA's competency to perform? (FAR 19.800(c))

A1.1.12.3.7. Are 8(A) contract formats IAW FAR 19.811?

A1.1.12.3.8. Posts and maintains accurate Long Range Acquisition Estimate (LRAE) entries within the SAF/SB website?

A1.1.12.3.9. Reviews and comments on subcontracting plans? DFARS 219.201 (e)(vii)

A1.1.12.3.10. Develops, coordinates, implements, and tracks progress of unit small business plan designed to meet SAF/SB goals? (AFI 64-201, para 3.3)

A1.1.13. **VALUE ENGINEERING** (FAR 48.102)

A1.1.13.1. Has a value engineering (VE) monitor been appointed?

A1.1.13.2. Has the VE monitor received training?

A1.1.13.3. Are VE summary reports submitted on time?

A1.1.14. (#) **CONTRACT REVIEW COMMITTEE**

A1.1.14.1. Has the committee established review checklists to facilitate reviews?

A1.1.14.2. Is the committee chaired by the commander, director of business programs, or superintendent, and do reviews state whether the IFB/RFP/contract/modification must be reviewed again before issuance?

A1.1.14.3. Is the committee reviewing the DD Form 350 to ensure the form is completely and accurately filled out?

A1.1.14.4. Are nonconcurrences with the review committee comments reviewed and resolved by the commander or director of business programs?

A1.1.14.5. Is the contract review committee effective as determined by the quality of contract documents and the number of repeat write-ups in higher headquarters reviews?

A1.1.15. **MISCELLANEOUS**

A1.1.15.1. Has the commander established a recognition and awards program for all assigned personnel?

A1.1.15.2. Is the commander actively involved in and supportive of squadron morale-building programs?

A1.1.15.2.1. Do the commander and key supervisors enforce Air Force standards?

A1.1.15.3. Has the commander established and enforced the following programs:

A1.1.15.3.1. Weight Management Program? (AFI 40-502)

A1.1.15.3.2. Individual Newcomer Treatment and Orientation Program (INTRO) Program?

A1.1.15.3.3. Inspector General Complaint System? (AFI 90-301)

A1.1.15.3.4. Career Counseling/Retention Program? (AFI 36-2606)

A1.1.15.3.5. USAF Anti-Smoking Program? (AFI 40-102)

A1.1.15.3.6. Are monthly HQ directed contracting metrics reported to HQ PACAF/LGC by the 10th of each month.

A1.2. PLANS AND PROGRAMS

A1.2.1. SYSTEMS MANAGEMENT

A1.2.1.1. TRAINING

A1.2.1.1.1. Is training provided on Electronic Document Access (EDA) use?

A1.2.1.1.2. Is training provided on system the use of BCAS/SPS?

A1.2.1.1.3. Is training provided on systems security covering topic in AFSSI 5027 para. 5.2? (See element A1.2.4 of this checklist)

A1.2.1.1.4. Is training provided on DD350's for new FY's edits, interim FY changes, and common error generated by squadron?

A1.2.1.1.5. Is training provided on Electronic Posting System (EPS) in particular SAF/AQC Policy letter 99-C-03?

A1.2.1.1.6. Have the system administrators received formal training for the system(s) they are administering?

A1.2.1.2. (#) **REPORT/REPORTING**

A1.2.1.2.1. Does the BCAS manager assemble and present management analysis? For example, does the BCAS manager provide at least monthly, a metric or critique for management review? AFM 64-333, para 1.6.g.(6)

A1.2.1.2.2. Are the SBSS/BCAS reconciliation's accomplished at least quarterly?(AFM 64-333 para 6.17)

A1.2.1.2.3. Have the reconciliation reports been reviewed and signed by the appropriate officials?(AFM 64-333 para 6.17.2.1)

A1.2.1.2.4. Are monthly reports (7106/1015/DD Forms 350) reviewed and processed properly? (AFM 64-333, para 4.3.4. and 4.3.2.8.)

A1.2.1.2.5. Are DD350's submitted to the J001 system at least biweekly?

A1.2.1.2.6. Are DD350 submissions tracked to ensure receipt at the J001?

A1.2.1.2.7. Are DD1057 (BCAS Electronic form DD1015) submitted to the J001 not earlier than the 25th and not later than the end of the month? (DFARS 204.670-3(b)(2).

A1.2.1.2.8. Are DD1057 (BCAS Electronic form DD1015) submissions tracked to ensure receipt at the J001?

A1.2.1.2.9. Are reports sent electronically and backed up for future use?

A1.2.1.2.10. Has the semi-annual Medical Brand Name/Sole Source Listing been reviewed by the Chief, Medical Logistics? (AFM 64-333, para 6.16)

A1.2.1.2.11. Does the contracting office have a current copy of this the Medical Brand Name/Sole Source Listing? (AFM 64-333, para 6.16)

A1.2.1.2.12. Are the monthly reports and metrics submitted to headquarters by the 10th day of the following month? For example, were January's reports submitted by the 10th of February?

A1.2.1.3. (#) **SYSTEM AVAILABILITY**

A1.2.1.3.1. As a minimum, is the system available to users during squadron duty hours?

A1.2.1.3.2. Are scheduled down times scheduled for non-duty hours?

A1.2.1.3.3. Where possible is regular preventive maintenance scheduled during non-duty hours?

A1.2.1.3.5. Are regular backups scheduled for non-duty hours, or does the squadron use software, which allows backup while users are on-line?

A1.2.1.3.6. Are users and customers informed of these scheduled down times?

A1.2.1.4. **USER EFFECTIVITY**

A1.2.1.4.1. Are buyers able to make an award without system administrator assistance?

A1.2.1.4.2. Are buyers able to write a modification without system administrator assistance?

A1.2.1.4.3. Are buyers able to complete a DD350 without system administrator assistance?

A1.2.1.5. (#) **PROCEDURES**

A1.2.1.5.1. Is the BCAS manager familiar with the procedures for interfacing with electronic customers? (AFM 64-333, para 2.1.1.3.)

- A1.2.1.5.2. Are interface problems recognized and corrected in a timely manner?
- A1.2.1.5.3. Is the interface with the SBSS system accomplished at least once every day?
- A1.2.1.5.4. Is the interface with CEMAS processed at least daily?
- A1.2.1.5.5. Are customer interface meetings being held at least quarterly to review changes and problems that have occurred?
- A1.2.1.5.6. Are AF Forms 9 reviewed for completeness and accuracy before they are input to BCAS?
- A1.2.1.5.7. Are proper Stock Record Account Numbers/Ship-to Codes(SRANS) assigned? ? (AFM 64-333, para 6.4)

A1.2.1.6. **AUTOMATION EQUIPMENT**

- A1.2.1.6.1. Has all of the SPS infrastructure equipment (hubs, racks, wiring, servers, workstations, etc...) been installed and setup?
- A1.2.1.6.2. Has a Service Level Agreement (SLA) been established? (AFI 33-115 para 3.1.1.2.1.1)
- A1.2.1.6.3. Does the SLA address network services availability rates, fault response times, NCC dispatch responsibilities, configuration change procedures, and initial contingency support requirements?
- A1.2.1.6.4. Are the squadron's requirements met by the standard level of service?
- A1.2.1.6.5. If the squadron's requirement exceeds the standard level of service or presents a unique need, has a MOU or MOA been established to address these needs? (AFI 33-115 para 4.1.1, 4.1.2)
- A1.2.1.7. (#) **CONTINGENCY PLAN/PROCEDURES**
 - A1.2.1.7.1. Has an emergency/contingency plan been established and tested? (AFM 64-333, para 2.3.)
 - A1.2.1.7.2. Are management analysis and support flight personnel familiar with the emergency/contingency plan? (AFM 64-333, para 2.3.)
 - A1.2.1.7.3. Has an alternate processing site been established and the agreement documented?
 - A1.2.1.7.4. Are the disk volumes backed up at least monthly and stored off-site?
 - A1.2.1.7.5. Is SYSDATA backed up daily to tape by use of PFKEY 14 on the BCAS system administrator's menu? (AFM 64-333, para 4.5.)
 - A1.2.1.7.6. Do all users have access to the Internet?
 - A1.2.1.7.7. Do all users have e-mail accounts?
 - A1.2.1.7.8. Have any short falls in providing adequate infrastructure for the squadrons needs been identified? If so, have plans been established to address these short falls?

A1.2.1.8. **IT REFRESHMENT**

- A1.2.1.8.1. Does the squadron have a plan to refresh their all of their PC's within 3 years?
- A1.2.1.8.2. Does the squadron have a plan to refresh their infrastructure to ensure it will continue to meet their needs?

A1.2.1.9. (#) **USE OF ELECTRONIC DOCUMENT ACCESS (EDA)**

- A1.2.1.9.1. Has the use of pen & ink changes ceased?
- A1.2.1.9.2. Is the receipt of the EDA transmission file verified at the DAPS server? For example, do the system admins check the FTP log to ensure successful transmission of the EDA file at the DAPS server?
- A1.2.1.9.3. Has every action been sent to the DAPS server within two days of being signed?
- A1.2.1.9.4. Has the paper been "shut off" to DFAS?

A1.2.1.10. (#) **USE OF ELECTRONIC POSTING SYSTEM (EPS)**

- A1.2.1.10.1. Have all posting systems been migrated to EPS? (SAF/AQC Policy letter 99-C-03)
- A1.2.1.10.2. Are all solicitation made available to the contractors electronically? (SAF/AQC Policy letter 99-C-03)
- A1.2.1.10.3. For solicitations, which were provided on paper, was an electronic method utilized first?

A1.2.1.11. **HOME PAGES**

A1.2.1.11.1. Is there some mechanism to show regular usage of the home page? For example, some form of hit counting?

A1.2.1.11.2. Are all pages devoid of “under construction” or similar notices? (AFI 33-129 para 12)

A1.2.1.11.3. Do the pages as a minimum contain Page OPR Name, Organization, Office Symbol, Commercial, and DSN phone number, an e-mail address and appropriate disclaimers? (AFI 33-129 para 12.1 – 12.4)

A1.2.1.12. **SYSTEMS SECURITY**

A1.2.1.12.1. Are computers protected by at least a screen saver password, when left unattended? (AFSSI 5027 para 5.1.3)

A1.2.1.12.2. Are passwords a minimum of 8 characters long? (AFSSI 5027 para 5.2)

A1.2.1.12.3. Are passwords alphanumeric, and contain one special character? (AFSSI 5027 para 5.2)

A1.2.1.12.4. Are passwords changed at least every 90 days? (AFSSI 5027 para 5.2.5)

A1.2.1.12.5. Are user prohibited from using passwords which they have used in the last 6 months. (AFSSI 5027 para 5.2.5)

A1.2.1.12.6. Are accounts locked out after 3 consecutive failed logon attempts? (AFSSI 5027 para 5.2.6)

A1.2.1.12.7. Are system administrators verifying the identity of users before unlocking their accounts? (AFSSI 5027 para 5.2.6)

A1.2.1.12.8. Are users required to memorize their passwords? (AFSSI 5027 para 5.2.7)

A1.2.1.12.9. Are users prohibited from writing down or automating their password in anyway? (AFSSI 5027 para 5.2.7) For example, using a script, hot key, or a built-in password memory feature...

A1.2.1.12.10. Have system administrator accounts been limited to least number possible?

A1.2.1.12.11. Has physical IT equipment been protected from reasonable potential threats? (AFSSI 5027 para 5.4.2) For example, are the servers, and hubs behind locked doors?

A1.2.2. (#) **FORMAL TRAINING** (AFI 64-109, para 3.3.13, 3.3.14.) and A1.1.18. **COPPER CAP/PALACE ACQUIRE TRAINING**

A1.2.2.1. Is there a comprehensive training program that mixes formal, proficiency, and on-the-job-training?

A1.2.2.2. Have all personnel met or are progressing toward meeting the standards of the Acquisition Professional Development Program (APDP).

A1.2.2.4. Are acquisition personnel being afforded the opportunity to receive an average of 40 contact hours annually of continuing education and training or 80 contact hours over a two-year period? (OUSD (A&T) Interim Policy, dated 22 Mar 1999)

A1.2.2.8. Does the office maintain a master file on in-house proficiency training?

A1.2.3. (#) **QUALITY ASSURANCE PROGRAM**

A1.2.3.1. Has the commander assigned a full-time quality assurance program coordinator (QAPC) for service contracts and executed a training program for quality assurance (QA) personnel on contract responsibilities? (AFI 63-124, para 1.2.6.3)

A1.2.3.2. Are records of QA training kept, including dates, names, and training outlines?

A1.2.3.3. Has the commander organized a semi-annual meeting to update the Installation Commander on the health of the installation's contract services program? (AFI 63-124, para 1.2.6.1)

A1.2.3.4. Has the QA program coordinator developed a QA training program for all newly appointed surveillance personnel?

A1.2.3.5. Does the QA program monitor maintain a training log listing QAPs dates of initial and refresher training, and whether or not QAPs have completed formal QAP courses?

A1.2.3.6. Does the squadron commander check the contract administrator's job performance to ensure the QA program is effective?

A1.2.3.7. Has the QA program coordinator ensured that Functional Commanders (FCs)/Functional Directors (FDs) and QAPs have attended the QA course in residence?

A1.2.4. (#) QUALITY ASSURANCE PERSONNEL

A1.2.4.1. Do FCs/FDs assign primary and alternate QA personnel unless another QA organization or method is used to satisfy surveillance requirements (e.g., centralized performance management office)? (AFI 63-124, para 1.2.7.3)

A1.2.4.2. Are QA personnel appointed and trained prior to assuming QA responsibility and a written appointment forwarded to the Contracting Officer? (AFI 63-124, para 1.2.7.3)

A1.2.4.3. Is the quality assurance surveillance plan (QASP) received as part of the purchase request package? (No longer a requirement in 63-124)

A1.2.4.4. Are competent and capable functional experts assigned to the BRAG who will be available full time or as warranted by the procurement cycle? (AFI 63-124, para 1.2.7.1)

A1.2.4.5. Are exceptions to AFI 63-124 procedures obtained when applicable? (AFI 63-124, Attachment 2)

A1.2.4.6. Is AFI 63-124 used to develop Statements of Work (SOW) for all service contracts over \$100,000 annually unless exempted by the criteria in Attachment 2? (AFI 63-124, preface)

A1.2.4.7. If not, is a written determination signed at the appropriate level in the file documenting AFI 63-124 is inappropriate? (Attachment 2)

A1.2.4.8. Does the contracting officer furnish the name of the QA personnel (and include a brief resume of duties to be performed) and any limitations to the contractor, in writing, prior to contract commencement and upon change of surveillance personnel? (AFI 63-124, para 1.2.9.2.)

A1.2.4.9. Was QA personnel training held with newly appointed QA personnel before they started surveillance? (AFI 63-124, para 1.2.10.1.)

A1.2.4.10. Did the QA personnel provide all inspection records to the contract administrator for inclusion in the contract file? (AFI 63-124, para 4.2.2.3.4.)

A1.2.4.11. Did contracting personnel visit the work site to observe QA personnel surveillance procedures and documentation within 30 days of contract start date?

A1.2.4.12. Did the contract administrator check QA personnel surveillance procedures and documentation for contracts surveyed IAW AFI 63-124 procedures?

A1.2.4.13. Was an initial funds review conducted within 30 days of contract completion? Review must include date of review, funds status, and resulting actions taken? (AFFARS 5304.804-5)

A1.2.4.14. If deficiencies were discovered in QA personnel surveillance procedures and documentation, did the contracting officer notify the FC/FD and provide assistance in correcting problem areas?

A1.2.4.15. Are standard contract administrator plans being used for each contract over \$100,000? (Best practice)

A1.2.4.16. Did the contract administrator accomplish surveillance of the QA personnel using the surveillance methods as prescribed in the QASP?

A1.2.4.17. Were contract administrator QA personnel surveillance schedules prepared by the last workday of the preceding month? (Best practice)

A1.2.4.18. Was a record of contract administrator QA personnel surveillance documentation included in the contract file?

A1.2.4.19. If standard contract administrator surveillance plans were not available; did the contracting officer prepare a CA plan for each contract over \$100,000?

A1.2.4.20. Did the CA Plan include procedures to provide to verify that QA personnel are accomplishing their inspections in accordance with contract surveillance plans?

A1.2.4.21. Did the CA Plan include procedures to provide the contract administrator with sufficient “direct look” knowledge of the contractor’s performance?

A1.2.4.22. As a minimum, did the CA Plan call for the contract administrator to servile a portion of the QA personnel surveillance activity with QA personnel at least quarterly?

A1.2.4.23. Were AF Forms 799, surveillance activity checklist, from the QA personnel completed properly for contracts?

A1.2.5. (#) INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD (IMPAC)

A1.2.5.1. Has the cardholder limited purchases to transactions under his or her single purchase limit? (AFI 64-117, para 3.3.1.)

A1.2.5.2. Does the total value of the cardholder’s purchase for any single month exceed the monthly cardholder limit established by the approving official? (AFI 64-117, para 3.3.2.)

A1.2.5.3. Do the requiring activities send written requests designating the proposed cardholder, approving official and describing the types of purchase to be made with the IMPAC to the agency program coordinator (APC) to set up an IMPAC account? (AFI 64-117, para 3.1. -3.2.)

A1.2.5.4. Does the APC with the organizational approving official tailor the merchant activity codes to reflect the cardholder’s duties, office/activity and mission? AFI 64-117, para 3.2.)

A1.2.5.5. Have persons other than the cardholder made purchases with the IMPAC? (AFI 64-117, para 4.3.5.1.)

A1.2.5.6. Are items purchased over-the-counter available within one billing cycle? (AFI 64-117, para 4.3.5.2.1.) Are items purchased over the telephone delivered during the 30-day billing? (AFI 64-117, para 4.3.5.2.2.)

A1.2.5.7. Does the cardholder maintain a log of all contacts with the Chief of Supply (COS) and include: name of individual contacted; the item requested; and the item availability? (AFI 64-117, para 4.3.7)

A1.2.5.8. Are purchases for items such as photographic; potential hazardous materials; civil engineer supplies and real property installed equipment; and communication and computer equipment and software, supported by written approvals from the specified controlling agency? (AFI 64-117, para 2.2.1; 2.2.2. 2.2.6. 2.2.14.)

A1.2.5.9. Are items purchased that are identified as “unauthorized”? (AFI 64-117, para 2.3)

Are purchases of non-expendable equipment/supplies approved in advance by COS, Equipment Management Section? (AFI 64-117, para 2.2.10.)

A1.2.5.10. Are funds available to pay for each item purchased? (AFI 64-117, para 4.3.5.3.1.2.)

A1.2.5.11. Do support agencies assist in the IMPAC Training?

A1.2.5.12. Are all purchases made on a FOB destination basis only? (AFI 64-117, para 4.3.5.3.1.4.)

A1.2.5.13. Is the cardholder distributing purchases equitably among qualified sources? (AFI 64-117, para 4.3.5.3.1.5.)

A1.2.5.14. Does the cardholder document the record regarding competition and reasonableness of price when necessary?

A1.2.5.15. Does the APC review availability of funds before award, required use of supply sources, tax exemption, pricing information, etc.?

A1.2.5.16. Has the cardholder “split requirements” to stay within the required dollar parameter? (AFI 64-117, para 4.3.5.2.)

A1.2.5.17. If the cardholder has purchased equipment items, are those items authorized under the organization’s allowance standards?

A1.2.5.18. Has all equipment purchased been properly recorded on the organization’s accountable records?

A1.2.5.19. For each item purchased with the IMPAC, has the cardholder recorded the name of the person requesting the item?

- A1.2.5.20. Does the cardholder obtain a customer copy of the charge slip for all over-the-counter purchases? (AFI 64-117, para 4.3.5.3.2.3.)
- A1.2.5.21. When making purchases by telephone, orders the cardholder document the transaction on a log, and attach any shipping document associated with the order?
- A1.2.5.22. Does the cardholder reconcile information on the monthly statement of account (SOA) (filling in a description for each purchase, entering the appropriate AF Form 4009 number, attaching all supporting documentation, sign the statement, and then forward to the approving official)? (AFI 64-117, para 4.3.5.5.)
- A1.2.5.23. If no transaction documentation was available to send to the approving official with the statement, did the cardholder attach an explanation including an item description, date of purchase, merchant's name, and reason why there was no supporting documentation? (AFI 64-117, para 4.3.5.5.6.)
- A1.2.5.24. Does the cardholder complete the reconciliation process and forward the statement of account to the approving official within three calendar days of receipt? (AFI 64-117, para 4.3.5.5.6.)
- A1.2.5.25. If the cardholder cannot review the statement at the time it is received, does h/she make the records available to the approving official for review and certification of the statement? (AFI 63-xxx, para 4.3.5.7.)
- A1.2.5.26. In cases as described above, does the approving official annotate the statement as to why the cardholder's signature is not available and does the approving official review the statement with the cardholder upon his or her return? (AFI 64-117, para 4.3.5.7.)
- A1.2.5.27. Does the approving official review each of their cardholder's monthly statement(s), sign the monthly summary statement, and forward the monthly summary statement and the monthly cardholder's statement(s), to the finance office within five calendar days after receipt from the Bank? (AFI 64-117, para 4.3.5.7.)
- A1.2.5.28. Does the approving official retain supporting documentation on purchases by attaching it to his or her copy of the cardholder's monthly statement? (AFI 64-117, para 4.3.4.2.4)
- A1.2.5.29. Is the cardholder handling disputes in accordance with the established procedures? (AFI 64-117, para 4.3.5.6.)
- A1.2.5.30. Is the Finance Office promptly processing payments?
- A1.2.5.31. Are there any overdue payments? (Review F109 Report)
- A1.2.5.32. For purchases of repair of office equipment, has the cardholder coordinated with the contracting office to ensure the equipment was not covered under an existing preventive maintenance agreement? (AFI 64-117, para 2.2.11.)

A1.3. (#) SERVICES CONTRACTING

A1.3.1. SERVICES CONTRACTS - PREAWARD

A1.3.1.1. IFB REQUIREMENTS

- A1.3.1.1.1. Is the contract type firm fixed price? (FAR 14.104)
- A1.3.1.1.2. Are bids received prior to opening kept in a locked bid box, safe, or secured electronic bid box? (FAR 14.401)
- A1.3.1.1.3. If a solicitation was cancelled, did the CO prepare a written determination? (FAR 14.404-1 and DFARS 214.404-1)
- A1.3.1.1.4. Were bids recorded on Standard Form 1409, IAW FAR 14.403 and PAFFARS 5314.403?
- A1.3.1.1.5. Is the reason for price reasonableness documented? (PAFFARS 5314.408-2(a))
- A1.3.1.1.6. If the low bid deviates from the government estimate by more than 20%, did the activity that prepared the estimate review its estimate? (PAFFARS 5314.408-2(a))

A1.3.1.2. RFP REQUIREMENTS

- A1.3.1.2.1. Were offerors promptly notified when eliminated from the competitive range? (FAR 15.503(a))

- A1.3.1.2.2. Were postaward notices provided within 3 days of award to offerors included in the competitive range? (FAR 15.503(b))
- A1.3.1.2.3. Subsequent to contract award, were offerors debriefed within 5 days after the contracting office received a request for debriefing? (FAR 15.506(a)(1))
- A1.3.1.2.4. Is there an appointed contract audit focal point who maintains a log on reportable contract audit reports from date of receipt through final disposition? (AFFARS 5315.407-91-4(b) and PAFFARS 5315.491-3(b)(1))
- A1.3.1.2.5. Are reportable audits disposed of within 12 months of issuance? If not, does management provide additional attention to dispose of the audit? (AFFARS 5315.407-91-7(a))
- A1.3.1.2.6. Is the audit office provided a memorandum, which discusses the disposition of audit recommendations and questioned costs? (AFFARS 5315.407-91-7(b))
- A1.3.1.2.7. If “other than cost or pricing data” was obtained for a firm fixed price competitive acquisition, was SAF/AQC approval obtained? (AFFARS 5315.402(a))
- A1.3.1.2.8. Was “cost or pricing data” properly obtained? (FAR 15.403-1 and 15.403-2)
- A1.3.1.2.9. If only one offer was received and the price is deemed reasonable based on adequate price competition, did the squadron commander approve this determination? (AFFARS 5315.403(c)(1)(ii)(B))
- A1.3.1.2.10. If a contract action was less than \$500,000 and “cost or pricing data” was obtained, did the PACAF/CC approve? (FAR 15.403-4(a)(2))
- A1.3.1.2.11. If the lowest acceptable proposal for a contract or modification to a contract deviates from the government estimate by more than 20%, did the activity that prepared the estimate review its estimate and the contract file documented on actions taken to resolve the difference? (AFFARS 5315.404-1(b)(2)(v))
- A1.3.1.2.12. Is the negotiated agreement properly documented? (FAR 15.406-3(a) for PNM requirements and PAFFARS 5315.406-90 for NCA)
- A1.3.1.2.13. Is the specific statutory authority for limiting competition documented? (FAR 6.301(b))
- A1.3.1.2.14. For acquisitions estimated to exceed \$500,000, did the competition advocate approve the J&A? (AFFARS Attachment 5306-1)
- A1.3.1.2.15. Does Section M of the solicitation state that award will be made to the lowest evaluated price offer that meets all of the minimum mandatory criteria of the solicitation? (PAFFARS 5315.10-2(b)(1))
- A1.3.1.2.16. Are evaluation factors established prior to the evaluation process? (PAFFARS 5315.101-2(b)(2))
- A1.3.1.2.17. Are evaluations and the award decision documented? (PAFFARS 5315.101-2 S-90(a))
- A1.3.1.2.18. If past performance is not evaluated, did the CO document the reason? (FAR 15.304(c)(3)(iii))
- A1.3.1.2.19. Are the evaluation factors and their relative importance specified in Section M of the solicitation? (FAR 15.304(e) and AFFARS 5315.304(b)(2)(iii))
- A1.3.1.2.20. Was the extent of small disadvantaged businesses participation in the contract to be awarded and the past performance of offerors in complying with subcontracting goals evaluated? (FAR 15.304(c)(4) and 15.305(a)(2)(v))
- A1.3.1.2.21. Were proposals evaluated solely on the factors and subfactors contained in the solicitation? (FAR 15.303(b)(4))
- A1.3.1.2.22. Are the results of the evaluation (ie strengths, weaknesses, deficiencies and risks) documented? (FAR 15.305(a))
- A1.3.1.2.23. Is the source selection decision documented? (FAR 15.308)
- A1.3.1.2.24. Was a source selection plan prepared and approved by the source selection authority? (AFFARS 5315.308-90)

A1.3.1.2.25. If an offeror was eliminated from the competitive range, was written notification provided? (FAR 15.306(c)(3))

A1.3.1.2.26. If discussions were conducted, did the CO establish a common cut-off date for receipt of final proposal revisions?

A1.3.1.3. COMMERCIAL ITEMS

A1.3.1.3.1. Was past performance an evaluation factor for contract award? (FAR 12.206)

A1.3.1.3.2. Was the contract type firm fixed price (FFP), fixed price with economic price (FPEA) adjustment, or indefinite-delivery with FFP or FPEA unit prices? (FAR 12.207)

A1.3.1.3.3. Is there justification for including provisions and clauses other than those prescribed in FAR 12.301 and DFARS 212.301? (FAR 12.301(d))

A1.3.1.4. ACQUISITION PLANNING

A1.3.1.4.1. For an acquisition that exceeded the simplified acquisition threshold, was market research conducted to determine sources and availability of commercial items? (FAR 10.001)

A1.3.1.4.2. For an acquisition which exceeded the simplified acquisition threshold of FAR Part 13, were advanced acquisition milestones prepared and revised when the anticipated award date was delayed more than 30 days? (PAFFARS 5307.104-90(a)(v))

A1.3.1.4.3. Were acquisition strategy panels conducted for nonrecurring acquisitions estimated to exceed \$1,000,000, A-76 initiatives, and all source selections? (PAFFARS 5307.104-91)

A1.3.1.5. CONTRACTOR RESPONSIBILITY

A1.3.1.5.1. If an offeror is found nonresponsible does the contract file contain a determination of nonresponsibility? (FAR 9.105-2(a)(1))

A1.3.1.5.2. If an apparent small business offeror lacks certain elements of responsibility, are the referral procedures of FAR 19.602-1 followed? (FAR 9.105-2(a)(2))

A1.3.1.5.3. Does the buyer check whether contractor, subcontractors or individual sureties are on GSA list of parties excluded from Federal procurement program? (FAR 9.405 and AFFARS 5309.404)

A1.3.1.6. SOLICITATION PROCESS

A1.3.1.6.1. Prior to issuing a solicitation were adequate funds available? (AFFARS 5332.790(a))

A1.3.1.6.2. If bonds are required, is the justification for its use approved by the chief or deputy of the contracting office? (AFFARS 5328.103-1)

A1.3.1.6.3. If a fixed-price contract is incrementally funded, did the head of the contracting activity (PACAF CC or designee) approve? (DFARS 232.703-1)

A1.3.1.6.4. Unless an exception in FAR 5.202 applies, are proposed contract actions, which exceed \$25,000, synopsized in the commerce business daily (CBD)? (FAR 5.101(a)(1))

A1.3.1.6.5. Except for commercial items, was the synopsis published in the CBD at least 15 days before issuance of the solicitation and was at least 30 days response time provided if the contract action exceeded the simplified acquisition threshold? (FAR 5.203(a) and (c))

A1.3.1.6.6. If the proposed contract action is not published in the Commerce business daily, does one of the exceptions in FAR 5.202 apply?

A1.3.1.6.7. Was a SF 98, Notice of Intention To Make A Service Contract, submitted to the Department of Labor? (FAR 22.1007)

A1.3.1.6.8. Did the solicitation incorporate the appropriate wage determination? (FAR 22.1012-1)

A1.3.1.6.9. Are bids/offers properly determined to be late? (FAR 14.304, 15.208)

A1.3.1.6.10. Are late bidders/offers promptly notified that bids/offers will not be considered? (FAR 14.304-2, 15.208(c))

- A1.3.1.6.11. If government property was to be furnished, did the CO determine prior to award that such property was available? (PAFFARS 5345.303-1)
- A1.3.1.6.12. For contracts expected to exceed \$100,000, was legal review obtained prior to issuance of the solicitation? (PAFFARS 5301.601-94)
- A1.3.1.6.13. For solicitations estimated to exceed the threshold at PAFFARS 5301.9090-1(b), was HQ PACAF/LGCR review obtained? (PAFFARS 5301.909-1(a))
- A1.3.1.6.14. For solicitations estimated to exceed the threshold at PAFFARS 5301.9090-1(b), was clearance review and approval obtained IAW PAFFARS 5301.9090-2(c).
- A1.3.1.6.15. Did the contracting officer justify and document the use of options? (FAR 17.205)
- A1.3.1.6.16. If a single award of an indefinite quantity contract is made under a solicitation, does the contract file document why multiple awards were not appropriate? (FAR 16.504(c))
- A1.3.1.6.17. If a letter contract was issued, did HQ PACAF/LGC approve? (PAFFARS 5316.603.3) Small Business Requirements (Does not apply to Japan bases)
- A1.3.1.6.18. Did the Contracting Officer document the set-aside review on DD Form 2579? (DFARS 219.201(d)(9)(B))
- A1.3.1.6.19. If a small business lacks certain elements of responsibility, did the CO withhold contract award and refer the matter to the cognizant SBA office to determine whether a certificate of competency would be issued? (FAR 19.602-1(a) and 19.602-2)
- A1.3.1.6.20. If a subcontracting plan was required, did it include the elements contained in FAR 19.704(a) and did the CO review it for acceptability? (FAR 19.705-4)
- A1.3.1.6.21. Prior to award to an 8(a) contractor, did the CO establish a fair market price? (FAR 19.806(b) and 19.807)
- A1.3.1.6.22. Did the solicitation include a price evaluation adjustment for small disadvantaged business concerns, unless exempted by FAR 19.1102(b)? (FAR 19.1101 and 19.1103)
- A1.3.1.6.23. For full and open competition, did the solicitation include a 10% price evaluation adjustment factor for HUBZone small business concerns? (FAR 19.1307)
- A1.3.2. SERVICE CONTRACTS - POST AWARD**
- A1.3.2.1. GENERAL**
- A1.3.2.1.2. Are DD Forms 350 prepared on all actions exceeding \$25,000 IAW DFARS 204-670-2?
- A1.3.2.1.3. Are awards over \$5 million announced IAW DFARS 5305.303?
- A1.3.2.1.4. Was the Dept of Labor notified of contract award? FAR 221017
- A1.3.2.1.5. If FAR clause 52.228-5 was included, did the contractor obtain required insurance prior to commencement of work?
- A1.3.2.1.6. Did the contractor furnish all bonds before issuance of the notice to proceed? (FAR 28.103-1)
- A1.3.2.1.7. Were bonds review to determine whether the security provided was adequate? (FAR 28.201)
- A1.3.2.2. ADMINISTRATION (Part 42)**
- A1.3.2.2.1. If a subcontracting plan was required, did the CO review whether subcontracting goals were met? (FAR 19.705-7)
- A1.3.2.2.2. If services are extended IAW FAR clause 52.217-8, was the total period of such extensions limited to six months? Were any changes in prices limited solely to Labor Dept revisions to prevailing wages? (FAR 37.111)
- A1.3.2.2.3. For a contract in excess of \$1 million, was the contractor performance evaluated at contract completion? (FAR 42.1502 and Contracting Policy Memo 98-C-15)
- A1.3.2.2.4. Are modifications properly documented? (FAR 15.406-3(a) for PNM requirements and PAFFARS 5315.406-90 for NCA)

A1.3.2.2.5. If a contract was terminated for default, did HQ PACAF/LGC approve the termination officer? (PAFFARS 5349.101)

A1.3.2.2.6. Did the CO obtain AFMC LO/JAB comment prior to issuing a final decision on a claim greater than \$100,000? (AFFARS 5333.211(a))

A1.3.2.3. **CHANGE ORDERS**

A1.3.2.3.1. As a result of a change order issued, did the contractor certify the request for equitable adjustment if it exceeded the simplified acquisition threshold? (DFARS 243.204-70 and DFARS 252.243-7002)

A1.3.2.3.2. Did the appropriate authority approve the undefinitized contractual action (UCA)? (PAFFARS 5317.7404-1(iii)(A))

A1.3.2.3.3. Did the UCA include a not-to-exceed price and definitization schedule? (DFARS 217.7404-2 and 217.7404-3)

A1.3.2.3.4. Did the government obligate more than 50% of the not-to-exceed price prior to definitization? (DFARS 217.7404-4)

A1.3.3. **GOVERNMENT PROPERTY**

A1.3.3.1. Is the contractor's property control system in writing or has the property administrator determined that maintaining a written system is unnecessary? (FAR 45.502(a))

A1.3.3.2. Is government property segregated from the contractor's property unless it has been determined to be more advantageous to commingle the property? (FAR 45.507)

A1.3.3.3. Has the government audited the contractor's property control system as frequently as conditions warrant? (FAR 45.511)

A1.3.3.4. Is the contractor providing receipts for contractor-acquired property prior to submission of invoice billing for such property? (FAR 45.502-1)

A1.3.3.5. Does the contractor's property control system contain adequate locator system or techniques to permit location of any item of government property within a reasonable period of time? (FAR 45.505(g))

A1.3.3.6. Does the property control system contain unit prices of all government property? (FAR 45.505-2(a))

A1.3.3.7. Does the contractor's property control system track Government furnished property? (FAR 45.505-3)

A1.3.3.8. Does the contractor submit an annual report (DD Form 1662) on DOD property for which the contractor is responsible? Are these reports forwarded to HQPACAF by 5 November of each year? (PAFFARS 5345.505-14)

A1.3.3.9. Has the property administrator approved the contractor's type, frequency, and procedures of inventory for government property? (FAR 45.508)

A1.3.3.10. Is the contractor maintaining, caring for and utilizing government property in accordance with sound industrial practice and terms of the contract? (FAR 45.509)

A1.3.3.11. Did the contracting officer review and accept the contractor's inspection system? (FAR clause 52.246-4)

A1.4. (#) CONSTRUCTION CONTRACTING

A1.4.1. CONSTRUCTION CONTRACTING - PRE-AWARD

A1.4.1.1. Acquisition Plan/Milestones

A1.4.1.1.1. If the acquisition exceeded the simplified threshold, was a PACAF Form 226, Advance Acquisition Plan Milestones, prepared? Was a revised PACAF Form 226 prepared if the planned award date was delayed by 30 or more days? (PAFFARS 5307.104-90)

A1.4.1.2. Specifications/Drawings Review

- A1.4.1.2.1. Was a joint review by the requiring activity, the contracting activity, and when necessary the using activity, accomplished prior to issuing a solicitation? (PAFFARS 5336.202-90(a))
- A1.4.1.2.2. If more than 120 days elapsed between the date of the joint review and expected solicitation issue date, was another joint review conducted? (PAFFARS 5336.202-90(b))
- A1.4.1.3. Purchase Request Package
- A1.4.1.3.1. Was a purchase request properly funded? (AFFARS 5332.790)
- A1.4.1.3.2. Did the purchase request address statutory cost limitations? (FAR 36.205)
- A1.4.1.3.3. Was an independent government cost estimate submitted on the AF Form 3052, Construction Cost Estimate Breakdown, and was it marked "For Official Use Only"? (DFARS 236.203(c)(i) and AFFARS 5336.402)
- A1.4.1.3.4. Was a realistic performance period stated? (FAR 11.401)
- A1.4.1.3.5. Was a cost breakdown of liquidated damages provided in case of delayed performance? (AFFARS 5311.503)
- A1.4.1.3.6. Were warranty requirements identified? (FAR 46.703)
- A1.4.1.3.7. Was government-furnished property certified as available? (PAFFARS 5345.303-1)
- A1.4.1.3.8. Did the requiring activity provide a statement that the government is not requiring ozone-depleting substances? (AFFARS 5323.890-4)
- A1.4.1.4. Small Business Coordination
- A1.4.1.4. Did the small business specialist make a recommendation on the DD Form 2579? (DFARS 219.201(d)(9) and AFFARS 5319.501(c))
- A1.4.1.5. Solicitation Mailing List
- A1.4.1.5.1. Did the source list reflect that the offerors listed were not included in the List of Parties Excluded from Federal Procurement and Nonprocurement Programs? (FAR 9.404(c)(5))
- A1.4.1.6. Determinations and Findings
- A1.4.1.6.1. If the contract contains the Warranty of Construction clause, did the chief of the contracting office approve its use? (DFARS 246.704)
- A1.4.1.6.2. If the contract contains liquidated damages, was a determination included with a detailed formula showing how liquidated damages were determined? (AFFAR 5311.502(b))
- A1.4.1.6.3. If the contract includes government-furnished property, was a determination made that the property was available prior to award? (PAFFARS 5345.303-1(b))
- A1.4.1.6.4. For overseas projects, was the file documented on the use of normal construction procedures versus International Balance of Payment (IBOP) procedures? (DFARS 25.302(c))
- A1.4.1.7. Synopsis
- A1.4.1.7.1. Was a synopsis published in the commerce business daily (CBD) at least 15 days before issuance of the solicitation for an action over \$25,000 unless exempted by FAR 5.202? (FAR 5.203(a))
- A1.4.1.7.2. If the action exceeded the simplified acquisition threshold, was a 30-day response time allowed for receipt of bids or proposals from the date of issuance of the solicitation? (FAR 5.203(c))
- A1.4.1.8. Presolicitation Notices/Responses
- A1.4.1.8.1. If the acquisition was expected to exceed \$100,000, was a presolicitation notice issued or waived by the Contracting Squadron Commander? (FAR 36.213-2 and PAFFARS 5336.213)
- A1.4.1.9. Solicitation Review
- A1.4.1.9.1. If the acquisition was expected to exceed \$100,000, was the solicitation submitted for legal review prior to issuance? (PAFFARS 5301.601-94)

A1.4.1.9.2. If the acquisition exceeded the threshold established in PAFFARS 5301.9090-1, was the solicitation file submitted electronically to HQ PACAF/LGCR for review not later than two days after issuance? (PAFFARS 5301.9090-2(a))

A1.4.1.9.3. If HQ PACAF/LGCR reviewed the solicitation file, was a response to the review comments submitted within twenty calendar days? (PAFFARS 5301.9090-4(a))

A1.4.1.10. Solicitation and Amendments

A1.4.1.10.1. Did the solicitation contain the required construction clauses? (FAR 36.500 and DFARS 236.570)

A1.4.1.10.2. Was the clause 252.236-7005, Airfield Safety Precautions, included if the project work was on or near an airfield? (DFARS 236.570(b)(3))

A1.4.1.10.3. Was the clause 252.236-7006, Cost Limitation, included if the project contained statutory cost limitation items? (DFARS 236.570(b)(4))

A1.4.1.10.4. Did the solicitation contain the correct magnitude of construction? (FAR 36.204)

A1.4.1.10.5. Did the solicitation contain a realistic performance period? (FAR 11.402(b))

A1.4.1.10.6. If the solicitation contained multiple performance periods, was Alternate I used with the clause 52.211-12, Liquidated Damages – Construction, and was 52.211-13, Time Extensions, included? (FAR 11.504)

A1.4.1.10.7. Was a wage determination included? (FAR 22.404-2)

A1.4.1.10.8. Were amendments issued to all parties receiving the solicitation and was sufficient time given to offerors prior to the bid opening or closing date? (FAR 14.208 and FAR 15.206)

A1.4.1.11. Contract Review and Award

A1.4.1.11.1. If best value was used in a competitive negotiation, was the award selection made based on the award criteria stated in the solicitation in Section M? (FAR 15.101)

A1.4.1.11.2. If the contract exceeded \$100,000, was the file submitted for legal review prior to award? (PAFFARS 5301.601-94)

A1.4.1.11.3. If the contract exceeded the threshold established in PAFFARS 5301.9090-1, was the appropriate clearance accomplished? (PAFFARS 5301.9090-2(a))

A1.4.1.11.4. Were unsuccessful offerors notified within 3 days after contract award? (FAR 15.503(b))

A1.4.1.11.5. Were debriefings to offerors conducted timely? (FAR 15.506)

A1.4.1.11.6. Was the award synopsis in the CBD if over \$25,000 and likely to result in the award of any subcontracts? (FAR 5.301)

A1.4.1.11.7. Was a DD Form 350 prepared for an award action over \$25,000? (DFARS 204.670-2)

A1.4.1.11.8. Was a public announcement made for contracts over \$5 million? (AFFARS 5305.303)

A1.4.2. **CONSTRUCTION CONTRACTING - POST-AWARD**

A1.4.2.1. Preperformance Functions

A1.4.2.1.1. Were payment and performance bonds and consent of surety submitted and reviewed by the contracting officer using the AF Form 3012, Contract Bonds Checklist? (AFFARS 5328.106-90)

A1.4.2.1.2. Was a preperformance conference held for contracts in excess of \$100,000 that are substantially performed on Government premises? Were the applicable factors on the AF Form 3035, Preperformance Conference and Prefinal Payment Checklist, discussed? (AFFARS 5342.503-1)

A1.4.2.1.3. Did the contractor provide evidence of the required insurance and insurance for subcontractors? Was a 30-day written cancellation notice included? (FAR 28.301 and 52.228-5)

A1.4.2.1.4. Was a notice to proceed issued within the time specified in the contract? (PAFFARS 5311.402)

A1.4.2.1.5. Was the AF Form 3000, Material Approval Submittal, submitted to the contracting officer within 10 days after commencement of work or as otherwise established by the contracting officer? Did the

contracting officer establish a suspense system to track submission and approval of material submittals? (AFFARS 5336.290)

A1.4.2.1.6. For performance periods over 60 days, did the contractor submit an AF Form 3064, Contract Progress Schedule? Did the contracting officer and civil engineer review the work elements and percentage factors on the AF Form 3064? (AFFARS 5336.291(a))

A1.4.2.2. Performance

A1.4.2.2.1. Did the contractor start work within the time frame specified in the contract or as authorized by the contracting officer on the AF Form 3064? (FAR 236-15)

A1.4.2.2.2. Was a superintendent with authority to act for the contractor assigned and identified to the contracting officer during the entire contract period? (FAR 52.236-6)

A1.4.2.2.3. Were AF Forms 3065, Contract Progress Reports, submitted to report contractor progress? (AFFARS 5336.291(b))

A1.4.2.2.4. Did the contractor and subcontractor submit a fully executed SF 1413, Statement and Acknowledgment, upon award of each subcontract? (FAR 22.406-5)

A1.4.2.2.5. Did the contractor submit copies of weekly payrolls within 7 calendar days after the regular payment date for the contractor and subcontractors? Did the contracting officer examine the payrolls to ensure compliance with the contract and any statutory or regulatory requirement? (FAR 22.406-6)

A1.4.2.2.6. If the contractor did not submit payrolls using the Department of Labor Form WH 347, was a DD Form 879, Statement of Compliance, submitted with each payroll report? (DFARS 22.406-6)

A1.4.2.2.7. Was overtime paid for work more than 40 hours in any workweek at not less than 1-1/2 times the basic rate of pay? (FAR 22.403-3)

A1.4.2.2.8. Were regular compliance checks conducted at the site using the SF 1445, Labor Standards Interview? (FAR 22.406-7)

A1.4.2.2.9. Were progress payments properly computed and based on the percentage of completion? Was a retainage withheld from the contractor's invoice when satisfactory progress was not achieved? (FAR 32.103 and 52.232-5)

A1.4.2.3. Modifications

A1.4.2.3.1. Was additional performance and payment bond protection considered on modifications which increased price? (FAR 28.102-2(a)(2) and (b)(2))

A1.4.2.3.2. Did the contracting officer obtain consent of surety? (FAR 28.106-5)

A1.4.2.3.3. If the performance period was extended for 60 days or more, was a revised AF Form 3064 obtained? (AFFARS 5336.291(c))

A1.4.2.3.4. If a cost estimate breakdown was required from the civil engineer or the contractor, was the AF Form 3052, Construction Cost Estimate Breakdown, used? (AFFARS 5336.402)

A1.4.2.3.5. For construction projects designed by A-E firms, did the contracting officer determine if changes required were due to an A-E design deficiency? If a design deficiency resulted in the change, did the contracting officer require the A-E firm to make the necessary corrections at no cost to the Government? (FAR 36.608 and 36.609-2)

A1.4.2.4. Contract Completion

A1.4.2.4.1. Was final inspection and acceptance made by the government? (FAR 52.246-12)

A1.4.2.4.2. Was the AF Form 3035, Preperformance Conference and Pre-Final Payment Checklist, completed prior to final payment? (AFFARS 5342.503-1(b))

A1.4.2.4.3. Was a release of claims and all other final documentation obtained from the contractor prior to final payment? (FAR 52.232-5(h))

A1.4.2.4.4. Was a DD Form 2626, Performance Evaluation, completed for contracts \$500,000 or more? (DFARS 236.201)

A1.4.3. **ARCHITECT- ENGINEER SERVICES**

A1.4.3.1. Pre-Award

A1.4.3.1.1. Was a synopsis published in the CBD and did it allow at least a 30-day response time from the date of publication? (FAR 5.203(d) and 5.205(d))

A1.4.3.1.2. Did the synopsis include the evaluation criteria and relative order of importance? (DFARS 236.602-1)

A1.4.3.1.3. Was Congress notified 21 days before the initial obligation of funds for A-E services or construction design for military family housing, or restoration or replacement of damaged or destroyed facilities estimated at \$500,000 or more? (DFARS 236.601)

A1.4.3.1.4. Did the selection board develop a point system to evaluate potential A-E contractors? (AFFARS 5336.602-1)

A1.4.3.1.5. Did the evaluation board prepare a selection report and recommend, in order of preference, at least three firms that were considered to be the most highly qualified? (FAR 36.602-3)

A1.4.3.1.6. Was the selection authority at a level appropriate for the dollar value and nature of the proposed contract? (DFARS 236.602-4)

A1.4.3.1.7. Did the evaluation board review the SF 254 and SF 255 for each firm? (FAR 36.603)

A1.4.3.1.8. Was an independent government estimate of the cost of A-E services submitted to the contracting officer before commencing negotiations for each action expected to exceed \$100,000? (FAR 36.605)

A1.4.3.1.9. Were negotiations conducted, beginning with the most preferred firm in the final selection? (FAR 36.606(a))

A1.4.3.1.10. Did the contracting officer inform the firm that no construction contract may be awarded to the firm that designed the project? (FAR 36.606(c))

A1.4.3.1.11. If a mutually satisfactory contract could not be negotiated, did the contracting officer obtain a written final offer from the firm and terminate negotiations? Were negotiations then initiated with the next firm on the final selection list? (FAR 36.606(f))

A1.4.3.1.12. Was the negotiated contract price for A-E services limited to the statutory limitation of 6 percent of the project's estimated construction cost? (DFARS 236.606.70)

A1.4.3.1.13. Was the SF 252, Architect-Engineer Contract, used to award fixed -price contracts for A-E services when the services are to be performed in the United States, its possessions, or Puerto Rico? (FAR 36.702(a))

A1.4.3.2. Post-Award

A1.4.3.2.1. Did the contracting officer establish a suspense system to ensure timely design submittals by the A-E? (Contract Statement of Work)

A1.4.3.2.2. Was a DD 2631, Performance Evaluation (A-E), prepared for each contract of more than \$25,000 after actual construction of the project? (DFARS 236.604)

A1.4.3.3. Indefinite-Delivery/Indefinite-Quantity (IDIQ) Contracts

A1.4.3.3.1. Were fees under individual orders limited to \$299,000? (AFFARS 5336.691(a))

A1.4.3.3.2. Were fees under the IDIQ contract limited to \$750,000 for any year or option period? (AFFARS 5336.691(b))

A1.4.3.3.3. Was the contract awarded for a basic period of not to exceed one year, and no more than four, one-year options? (AFFARS 5336.691(f))

A1.4.3.3.4. Did the contracting officer document the negotiated agreement for each order and were the differences in labor hours and labor categories between the government objective and A-E proposal explained? (FAR 15.406-3)

A1.4.4. SIMPLIFIED ACQUISITION OF BASE ENGINEER REQUIREMENTS (SABER) PROGRAM (AFFARS APPENDIX DD)

A1.4.4.1. Limitations

A1.4.4.1.1. Did the contracting officer ensure A-E services were not acquired under SABER? Was the design effort incidental to accomplishing the required task? (DD-104(b))

A1.4.4.1.2. Were individual SABER delivery orders limited to \$500,000, unless waived by the installation commander? (DD-104(c))

A1.4.4.1.3. Were non-priced items (NPI) for an individual delivery order limited to 10% of the total value of the delivery order unless waived by the installation commander? (DD-104(d))

A1.4.4.2. Delivery Orders

A1.4.4.2.1. Was a site visit conducted with the SABER program manager/inspector, contracting officer representative, using organization, and contractor to conduct a scope validation prior to proposal submission? (DD-301(b))

A1.4.4.2.2. After negotiations, did the contracting officer prepare a price negotiation memorandum in accordance with FAR 15.406-3? (DD-301(d))

A1.4.4.3. Administration

A1.4.4.3.1. Were NPIs added to the unit price book and incorporated into the contract by supplemental agreement? (DD-304)

A1.4.4.3.2. Were liquidated damages included in the delivery orders and assessed in accordance with FAR 11.502 and 36.206? (DD-306)

A1.4.4.3.3. Did the contracting officer consider additional bonding during the course of contract performance? (DD-307)

A1.4.4.3.4. Did the contracting officer incorporate new Davis Bacon wage determinations into the contract? (DD-403)

A1.5. SIMPLIFIED ACQUISITION PROCEDURES

A1.5.1. (#) GENERAL

A1.5.1.1. Are purchase requests approved by the proper individual? (AFI 64-109, para 3.2.)

A1.5.1.2. Were funds properly certified as available by ACF? (FAR 32.702 and AFFARS 5332.790)

A1.5.1.3. Do requests for other than full and open competition have the required approval of the competition advocate on the justifications and approvals IAW FAR 6.3 and AFFARS? (AFI 63-301)

A1.5.1.4. Is there a milestone chart for each proposed contract estimated to exceed the Simplified Acquisition Threshold except those from or through other government sources or one-time emergency contracts which preclude advance contract planning?

A1.5.1.4.1. Are the dated signatures of the contracting officer and flight chief included on the PACAF Form 226, PACAF FAR Sup 5307.104 (a)(v)(C))

A1.5.1.5. Are safeguards in effect to preclude award of contracts to contractors appearing in the GSA list, "parties excluded from procurement programs"? (FAR 9.405, 14.205-2(b))

A1.5.1.6. Are proposed contract actions expected to exceed \$25,000 synopsisized in the commerce business daily unless one of the exceptions in far 5.202 applies? (FAR 5.201(b))

A1.5.1.7. Was the synopsis for non-commercial items published in the CBD at least 15 days before issuance of the solicitation and was at least 30 days response time provided if the contract action is expected to exceed the simplified acquisition threshold? (FAR 5.203(a) and (c))

A1.5.1.8. Is legal review obtained for all solicitations expected to exceed \$100,000, contracts over \$100,000 and other documents specifically designated in the FAR and Supplements? (PACAF FAR Sup 5301.601-94)

A1.5.1.8.1. Is documentation contained in the file resolving all items addressed in the review?

A1.5.2. **BRAND NAME OR EQUAL PURCHASE DESCRIPTIONS**

A1.5.2.1. Are "brand name or equal" descriptions used only when no applicable specifications exist? (FAR 11.104)

A1.5.2.2. Is the following statement inserted after each item described in the solicitation? "Offering on: Manufacturer's Name _____ Brand _____ No. _____" (DFARS 211.270)

A1.5.2.3. Is the clause at DFARS 252.211.7003, "Brand Name or Equal", included? (DFARS 211.270)

A1.5.2.4. Does the description contain model or make number, brand name, or descriptive literature? (DFARS 211.270-1)

A1.5.3. **DESCRIPTIVE LITERATURE**

A1.5.3.1. Is a contracting officer's justification included in the file documenting why product acceptability cannot be determined without the submission of descriptive literature? (FAR 14.202-5(b) and (c))

A1.5.3.2. Does the invitation clearly state the requirements for descriptive literature? (FAR 14.202-5(d))

A1.5.3.3. If the requirements for descriptive literature were waived, were the conditions in FAR 14.202-5(e) met?

A1.5.4. (#) **MISCELLANEOUS**

A1.5.4.1. If a variation in quantity was allowed, was the "variation in quantity" clause at far 52.211-16 inserted in the contract and did the permissible variation fall within a range of plus or minus 10%? (FAR 11.703(a) and FAR 11.701(b))

A1.5.4.2. Is the provision, economic purchase quantity–supplies (FAR 52.207-4) included in the solicitation? FAR 7.203

A1.5.4.2.1. If not, has a contracting officer determination been prepared based on one of the criteria in FAR 7.203?

A1.5.4.3. Did the contracting officer transmit any responses to the provision, economic purchase quantity–supplies to the requesting activity? (FAR 7.204(a))

A1.5.4.4. If a contract was not awarded prior to the expiration of the bid acceptance period, was the bid acceptance period extended? (FAR 14.404-1(d))

A1.5.4.5. For oral solicitations exceeding the micro-purchase threshold, did the contracting officer ensure the contract file was properly documented IAW the requirements of FAR 15.203(f)?

A1.5.4.6. Is the clause at FAR 52.219-6, notice of total small business set-aside, included in each solicitation which is a total set-aside for small business? (FAR 19.508(c))

A1.5.4.7. Is the appropriate standard industrial classification and related small business size standard included in solicitations above the micro-purchase threshold? (FAR 19.303(a))

A1.5.4.8. Are bids kept unopened in a locked bid box or safe when received prior to bid opening? (FAR 14.401 (a))

A1.5.4.8.1. Are unidentified bids properly handled? (FAR 14.401(b))

A1.5.4.9. When a late proposal or amendment cannot be considered for award, does the contracting officer promptly notify offerors of this occurrence? FAR 15.208(c)

A1.5.4.10. Promptly after award of contracts resulting from solicitations using other than simplified acquisitions procedures, did the contracting officer notify unsuccessful offerors in writing or electronically, unless pre-award

notice was given IAW FAR 15.503(a), and did the notice include those items listed at FAR 15.503(b)? (FAR 15.503)

A1.5.4.11. For unclassified sealed bidding contracts, did the contracting officer promptly notify unsuccessful bidders of the fact their bids were not accepted? (FAR 14.409-1(a))

A1.5.4.12. For negotiated small business set-aside acquisitions (excluding simplified acquisition procedures), did the contracting officer inform each unsuccessful offeror by written notice or electronic means the name and location of the apparent successful offeror prior to award? (FAR 15.503(a))

A1.5.4.13. Are bids received properly recorded on SF 1409? (FAR 14.403(a))

A1.5.4.14. If less than three bids were received, did the contracting officer examine the situation to determine the reasons for the limited response? (FAR 14.408-1(a))

A1.5.4.14.1. Was award made despite the limited number of bids? (FAR 14.408-1(b))

A1.5.4.14.2. Did the contracting officer, if appropriate, take corrective action to increase competition in future solicitations and document actions taken? (FAR 14.408-1(b))

A1.5.4.15. Is award made only after the contracting officer has determined the contractor is responsible and that prices are reasonable? (FAR 14.408-2)

A1.5.4.15.1. Is documentation included in the file supporting the contracting officer's determination of responsibility? ((FAR 9.105-2(a))

A1.5.4.16. Are unclassified awards over \$25,000 likely to result in the award of subcontracts synopsisized in the commerce business daily? (FAR 5.301(a))

A1.5.4.17. Are DD Forms 350 prepared on all actions in accordance with DFARS 253-204-70?

A1.5.4.18. For competitive acquisitions when award will be based on price or price-related factors, is the provision at 52.219-22, Small Disadvantaged Business Status, in solicitations that include the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting (FAR 19.307(b))

A1.5.5. (#) **COMMODITIES CONTRACT ADMINISTRATION**

A1.5.5.1. Is there evidence in the file that the contract administrator was monitoring the contractor's progress in meeting the estimated delivery date?

A1.5.5.2. Has a suspense been established to verify delivery is made on time?

A1.5.5.3. Is the file documented with a DD Form 250 or other method to reflect delivery of contracted items? (DFARS 246.670)

A1.5.5.4. Is a final payment voucher in the contract file prior to close-out action? FAR 4.804-5 (b).

A1.5.5.5. Are both Phase I and Phase 2, conducted by the QAPC prior assuming QA responsibilities? (AFI 63-124 (4.2.2))

A1.5.5.6. Are evaluations performed IAW with the Quality Assurance Surveillance Plan?? (AFI –63-124 (1.2.8.1))

A1.5.5.7. Are partnering relationships between the contracting office and industry encouraged through the use of contractor developed metrics for surveillance? (AFI 63-124 (4.1.6), SAF/AQC PMR Guide)

A1.5.5.8. Are Quality Assurance Surveillance Plans established for each contract? (SAF/AQC PMR Guide)

A1.5.5.9. Does the Commander perform duties as the Installation Business Advisor to include updating the Installation Commander twice a year on the health of the installation's contract services program? (AFI 63-124 (1.2.6.1))

A1.5.5.10. Does the Commander assign a full-time Quality Assurance Program Coordinator and execute a training program for QA personnel? (AFI 63-124 (1.2.6.3))

A1.5.6. **MISCELLANEOUS**

A1.5.6.1. Does the contracting officer approve all purchases if the unit price of an item exceeds the thresholds established in the contract?

A1.5.6.2. Does the contracting officer furnish the names of the QAE (including a brief resume of duties to be performed and any limitations) to the contractor, in writing, prior to contract commencement and upon change of surveillance personnel? (AFI 63-124 1.2.9.2))

A1.5.6.3. Are material safety data sheets submitted for hazardous materials? (FAR 23.302(c))

A1.5.7. **INVOICES**

A1.5.7.1. Is required back-up documentation attached or available to support charges (i.e., NPL sales, authorized transportation cost, approvals for emergency purchases)?

A1.5.7.2. Is the contract expenditure log updated monthly and does it account for items on backorder?

A1.5.7.3. Is a log maintained for each applicable accounting classification?

A1.5.8. (#) **PURCHASE ORDERS/DELIVERY ORDERS**

A1.5.8.1. Are all requisitions for printed items accepted for acquisition only if they have proper coordination/approval?

A1.5.8.2. When offers are received from concerns offering both foreign and domestic end items, or when multiple award schedules include both foreign and domestic items, are they evaluated in accordance with the procedures in DFARS 225.105?

A1.5.8.3. If only foreign items were available, was a nonavailability determination completed IAW DFARS 225.102(b)(i)?

A1.5.8.4. Did base supply and medical supply stock fund managers furnish required funding certificates to the contracting squadron at the beginning of each fiscal year? (AFFARS 5332.790(a)(1)) ???

A1.5.8.5. If orders exceed the micro-purchase threshold and only one response is received or a price variance indicates a lack of adequate competition, is the basis of determining price reasonableness documented in the file? (FAR 13.106-, FAR 13.501

A1.5.8.6. Do files properly document requests for sole source procurements exceeding the micro-purchase? (FAR 13.106(c)(1) and (2), and AFFARS 5313.106(c))

A1.5.8.7. Were noncompetitive acquisitions approved by the contracting officer if estimated between \$ 100,000 and \$500,000?

A1.5.8.7.1. Were those exceeding \$500,000 approved by the local competition advocate?(AFI 63-301)

A1.5.8.8. Do orders authorizing a quantity variation contain the clause at FAR 52.211-16, "Variation in Quantity"?

A1.5.8.8.1. Was the variation authorized within 10% (plus or minus)? (FAR 11.701(b), and 11.703(a))

A1.5.9. (#) **MISCELLANEOUS**

A1.5.9.1. When the order involves material of a hazardous nature, is the clause at FAR 52.223-3 included? (FAR 23.303)

A1.5.9.2. When the order involves the purchase of gas in contractor furnished returnable cylinders and the contractor retains title to the cylinders, is the clause at DFARS 252.247-7021 included? (DFARS 247.305-70)

A1.5.9.3. Do purchase orders include the following clauses, as required:

A1.5.9.3.1. Walsh-Healey Public Contracts Act, FAR 52.222-20 (supplies over \$10,000)? (FAR 22.610)

A1.5.9.3.2. Equal Opportunity, FAR 52.222-26? (FAR 22.802(a))

A1.5.9.3.3. Affirmative action for special disabled and Vietnam-era Veterans, FAR 52.222-35 (over\$10,000)? (FAR 22.1308)

A1.5.9.3.4. Affirmative action for handicapped workers, FAR 52.222-36 (over \$2,500)? (FAR 22.1408)

A1.5.9.3.5. Utilization of small business concerns and small disadvantaged business concerns, FAR 52.219-8 (over the simplified acquisition threshold)? (FAR 19.708(a))

A1.5.9.4. Are integrated material management items purchased using local purchase procedures only when in the best interest of the government in terms of the combination of quality, timeliness and cost? (DFARS 208.7003-1)

A1.5.10. (#) **SMALL BUSINESS SET ASIDES**

A1.5.10.1. Are the provisions and clauses prescribed by FAR 19 included in small business set-aside solicitations? (FAR 13.003))

A1.5.10.2. Are all purchase orders \$2,500 to \$100,000 set-aside for small business unless the contracting officer:

A1.5.10.2.1. Determines there is no reasonable expectation of obtaining quotations from two or more responsible small business concerns that will be competitive in terms of market price, quality and delivery? (FAR 13.003)

A1.5.10.3. When determining availability of small business sources for set-asides, are small business suppliers as well as manufacturers being considered? (FAR 19.502-2(c))

A1.5.10.4. For orders set aside for small business concerns and resulting in receipt of quotations from only one responsible small business concern: if the price is reasonable, does the contracting officer document reasonableness and award to the concern as a small business set-aside? (FAR 19.502-2)

A1.5.10.5. If small business set-asides are dissolved, is the action documented by the contracting officer?(FAR 19.502-2)

A1.5.10.5.1. If the action exceeds \$25,000, is documentation done on DD 2579 and reviewed by the small business specialist? (AFFARS 5319.501(c))

A1.5.11. **MISCELLANEOUS**

A1.5.11.1. Do purchase orders for subscriptions, for which advance payment is authorized, contain the provision at FAR 52.213-2, invoices? (FAR 13.302-5(b))

A1.5.12. **FEDERAL SUPPLY SCHEDULES (FSS)**

A1.5.12.1. For items available from multiple award schedules, when orders exceed \$2,500 are the factors at FAR 8.404-(b)(2) considered to reasonably ensure best value to the government?

A1.5.13. **UNPRICED PURCHASE ORDERS (FAR 13.502)**

A1.5.13.1. Do unpriced purchase orders meet the requirements of FAR 13.502-2

A1.5.13.2. Are realistic monetary limitations established (FAR 13.302-2(c))

A1.5.13.3. Is the clause at FAR 52.213-3, "Notice to Supplier" included? (FAR 13.302-5(c))

A1.5.13.4. Does the contracting office maintain control of outstanding unpriced purchase orders and follow up on orders to ensure timely pricing? (FAR 13.302-2(c))

A1.5.13.5. Does the contracting officer review invoice prices and, if reasonable, certify and process the invoice for payment? (FAR 13.302-2(c))

A1.5.14. (#) **MISCELLANEOUS**

A1.5.14.1. Is follow-up action documented in the order file? (AFFARS 5313.9001(b))

A1.5.14.1.1. Are changes in estimated delivery dates reported in BCAS?

A1.5.14.2. Are non-automated follow-up requests being input in BCAS in order to track vendor performance and follow-up history?

A1.5.14.3. Are reports of discrepancies (RODS) handled promptly?

A1.5.14.4. Are the clauses set forth in DFARS 213.302-3 incorporated in the first supplemental agreement to a purchase order and the contractor's acceptance obtained by signing and returning the SF 30? (DFARS 213.302-3)

A1.5.15. (#) **CHANGE ORDERS**

A1.5.15.1. If the changes clause (FAR 52.243-1) is cited as the authority, are the changes made only to a) drawings, designs or specifications (when supplies are specifically manufactured for the government); b) method of shipment or packing, or 3. place of delivery?

A1.5.15.2. If a change order is issued citing the authority of DFARS 213.302-3), does the modification reflect the contractor's written or oral confirmation of the change?

A1.5.15.2.1. Is this authority used only prior to commencement of performance and within the scope of the original order?

A1.5.15.3. Are change orders issued only after the purchase order has previously been accepted by the contractor (except when using authority of DFARS 213.302-3))?

A1.5.16. **CANCELLATIONS**

A1.5.16.1. If the contractor has accepted the order in writing, is a termination processed IAW FAR 49? (FAR 13.504(a))

A1.5.16.2. If cancellations are issued by letter, does the contractor acknowledge the cancellation in writing?

A1.5.16.2.1. Is a copy of the letter provided to accounting and finance? A1.5.21.3. If FAR 13.302-4(b) is used as authority for the cancellation, is the contractor's written acceptance obtained?

A1.5.17. **MISCELLANEOUS**

A1.5.17.2. Are negligible shortages processed complete without issuing a modification using procedures allowed by AFR 177-102, para 14-3b? (AFFARS 5313.9002)?

A1.5.17.3. Are modification suspenses being cleared or re-suspended to a new date?

A1.5.17.4. Are actions requiring summarized reporting accurately reported into the system?

A1.5.18. (#) **BLANKET PURCHASE AGREEMENTS (BPA)**

A1.5.18.1. Does the BPA contain the appropriate clauses as listed in FAR 13-303-4?

A1.5.18.2. Is there a statement informing the supplier how to submit invoices? (FAR 13.303-3(a)(6))

A1.5.18.3. Does the contracting officer furnish the BPA supplier with a list of individuals authorized to place calls either by name of individual or title or position, organization, and the dollar limitations for each call? (FAR 13.303-3(a)(4))

A1.5.18.4. Are calls over the micro-purchase threshold competed? If not, is documentation in the file to support determinations of fair and reasonable prices? (FAR 303-5)

A1.5.18.5. Are purchases under BPAs reserved for small business unless the contracting officer dissolves the set-aside IAW 13.003? (FAR 13.303-5)

A1.5.18.6. Does the contracting officer review BPAs at least annually to ensure proper procedures are followed? (FAR 13.303-6)

A1.5.18.7. Does documentation of BPA calls cite the appropriate purchase requisitions and accounting and appropriation data (or AF 616 reference)? (FAR 13.204(e)(4))

A1.5.18.8. Are centralized BPA registers provided to accounting and finance at the end of each monthly report processing cycle? (AFFARS 5313.204-90)

A1.5.18.9. Are BPA calls reported in BCAS at least monthly?

A1.5.18.10. Prepriced BPAs: (AFFARS 5313.290)

A1.5.18.10.1. Does the contracting officer establish firm unit prices or obtain price lists for specific periods of time?

A1.5.18.10.2. Does the contracting officer sign and date the price list "Approved" after determining prices are fair and reasonable?

A1.5.19. **NAFI PURCHASES**

A1.5.19.1. Is the servicing contracting office (SCO) supporting all NAF needs other than those delegated to the custodian or the AFNAFPO? (AFI 64-301)

A1.5.19.2. Do contracts/orders contain the required FAR clauses and clearly state the term “government” is deleted and the abbreviation “NAFI” is substituted in lieu thereof? (AFMAN 64-302)

A1.5.19.3. Did the SCO consult with the NAFIs before issuing an indefinite delivery-type solicitation (such as laundry and dry cleaning, office machine maintenance, hood and duct cleaning, etc.,) to determine whether NAFIs should be authorized users of the resultant contracts? (AFMAN 64-302)

A1.5.19.4. Are requests for emergency individual support nonappropriated purchase program (I-SNAP) items in the contract file justifying the critical need for the item? (AFMAN 64-302)

A1.5.19.5. Do NAFI contracts/BPAs/POs for the purchase of meat cite the National Association of Meat Purveyors’ (NAMP) standard and require the meat to be inspected and approved by the base veterinarian before it is delivered? (AFMAN 64-302)

A1.5.19.6. Are Annual Reviews accomplished IAW AFI 64-301?